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ABSTRACT

This final report is a product of a Preservation Planning Program (PPP) self-study conducted by the State University of New York (SUNY), Stony Brook, working with the Association of Research Libraries' (ARL) Office of Management Studies (OMS). The PPP is designed to put self-help tools into the hands of library staff responsible for developing plans and procedures for preserving library materials. A study team first conducted a background study to acquire an overview of the factors in the library that related to preservation. The study team appointed task forces of both staff from throughout the university libraries and some key personnel from non-library areas, and charged them with collecting and analyzing data in order to assess: (1) the effect of the present state of environmental conditions on the preservation of library materials; (2) patterns in the physical condition of the collections; (3) strengths and weaknesses of preservation resources currently available to the Library; (4) the vulnerability of the collections to physical disasters; and (5) the strengths and weaknesses of the current library preservation activities and their administration and organization. In addition to summaries of the task force reports, this document contains task force membership lists; background information on the study; and discussions of libraries in their institutional setting, external factors affecting preservation, and identifying the problems at Stony Brook. Recommendations are offered in the following areas: physical housing, shelving, and support systems; preservation, replacement and reproduction decision making; physical treatment; internal and external organization; and staff and user education. A brief implementation plan concludes the report. (THC)

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## EDITORS NOTES ON THIS PUBLICATION SERIES

This final report is one of ten in a series resulting from libraries conducting the OMS **Preservation Planning Program** (PPP). A two-year grant from the National Endowment for the Humanities enabled the OMS to select and work with ten Association of Research Libraries members as they conducted the **Preservation Planning Program** and served as demonstration sites for other libraries in their areas. Applications from interested libraries were screened in Fall 1984, and ten libraries were chosen to conduct PPP self-studies from 1984 to 1986.

The **Preservation Planning Program** is designed to put self-help tools into the hands of library staff responsible for developing plans and procedures for preserving library materials. A typical library takes from four to six months to complete the Program, which involves the cooperation of 25 to 30 staff members. Using a structured planning procedure, a manual, and an extensive resource notebook, library staff prepare a detailed action plan for local preservation program development for the next three to five years, with the on-site assistance of a librarian-consultant trained by the Office of Management Studies.

Most PPP final reports being with a discussion of the background of the institution and the external factors related to the current preservation situation. Task force reports then provide details on the specific concerns and interests of the individual sites. In a final section, libraries lay out their implementation plans.

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# PRESERVATION AT STONY BROOK

A Report Prepared for

the Director of Libraries

July 22, 1985

by

The State University of New York at Stony Brook
Libraries' Preservation Planning Program Study Team

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This Preservation Planning Program study was supported by the Office of Management Studies of the Association of Research Libraries.

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# INTRODUCTION

In recent years librarians have recognized the additional responsibility to preserve library collections as well as to build them. Damaging environmental conditions, careless handling and the poor quality of library materials themselves have been identified as major threats to library collections.

The extent of the preservation problem at Stony Brook, when expressed in monetary terms, is staggering. This study has identified some half million volumes which are at high risk, that is, in need of immediate preservation attention. Since the value of the Library's book collections alone is conservatively estimated to be $90,000,000, the value of the endangered portion is $30,000,000.

In the State of New York the legislature has recognized the problem. By passage of the 1985 Library Omnibus Bill it has provided five-year grants to eleven research libraries, including Stony Brook, for preservation/conservation. In addition, Stony Brook was chosen by the Association of Research Libraries (ARL) in October 1984 as one of ten demonstration sites in the ARL/NEH Preservation Planning Program. By this combination of circumstances, Stony Brook has been given a rare opportunity to develop and carry out an effective preservation/conservation program.

In November 1984 the Director of the University Libraries appointed a committee to "study all aspects of preservation" in the University Libraries and to prepare "a well organized and effective preservation program." The Study Team, as it came to be known, met regularly from December 1984 through June 1985. Two ARL consultants, Jutta Reed-Scott and Barbara Rice, visited three times during this period to provide direct assistance and training; in addition, ARL supplied many useful printed resources.

The Study Team first conducted a background study in order to acquire a general overview of the factors in the library that related to preservation. As a result of this study, a background paper was produced and charges developed for five task forces. The Study Team appointed these task forces in late February 1985, including staff from throughout the University Libraries as well as some key personnel from non-library areas such as the Campus Operations office. During March and April, these task forces collected and analyzed data in order to assess: (1) the effect of the present state of environmental conditions on the preservation of library materials; (2) patterns in the physical condition of the collections; (3) strengths and weaknesses of preservation resources currently available to the Library; (4) vulnerability of the collections to physical disasters; and (5) strengths and weaknesses of the current library preservation activities as well as their administration and organization.

In early May each task force submitted to the Study Team a final report which included a set of recommendations. The Study Team spent May and June analyzing the task force reports, developing final recommendations, meeting with the Director of Libraries and the Vice President for Campus Operations to discuss strategies for implementing the recommendations and preparing its final report.

The implementation phase of the planning process involves continuation of significant programs that have already begun. Among these are: reorganization of preservation activities within the library, addressing the myriad environmental and physical problems that have been identified by the various task forces; planning and budgeting for maximum utilization of the resources available through the New York State preservation grant and from other sources; completion and distribution of the emergency manual updating the resources file and improved communication among various units within the Library and the University.

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## LIBRARIES IN THEIR INSTITUTIONAL SETTING

The University was established in 1957 as the State University College on Long Island at Planting Fields in Oyster Bay. Its mandate was to train teachers of mathematics and science for secondary schools and community colleges. When it became a University Center two and a half years later, programs expanded to a full range of undergraduate, graduate and doctoral studies in humanities, fine arts, social sciences, sciences and engineering. Facilities moved to a new campus at Stony Brook in 1962.

The rapid development from small liberal arts college to comprehensive university, with emphasis on graduate research programs, changes in mandate and educational philosophy, and physical shifts and relocations were the major factors in determining the pattern of growth of the Library, its collections and services, as well as the University itself.

The main campus library system at Stony Brook houses a collection of approximately 1,225,000 volumes, 90,000 maps, 54,000 reels of microfilm, approximately two and one quarter million flat microform pieces as well as archives and audio-visual materials. The system consists of the Melville Library, which contains collections in humanities and social sciences and a music library, special collections, and five science libraries, each associated with their respective departments, with collections in biology, chemistry, earth and space sciences, engineering and mathematics/physics. The Frank Melvile, Jr. Memorial Library initially contained 100,000 sq. feet, but was enlarged in 1972 to approximately 400,000 square feet of which about 240,000 square feet are used by libraries.

The administration of the main campus library system, which reports to the Office of the Provost of the University, includes the Director and Dean of Libraries, Associate Director of Libraries, and two Assistant Directors: Public Services and Technical Services. A professional staff of 40 and a support staff of 69.5 provide services typical of major research libraries. The annual budget is over 5.6 million dollars.

In 1975 the Libraries joined the Ohio College Library Cataloging system (OCLC; now the Online Computer Library Center, Inc.), and by entering cataloging records generated since that time, a machine-readable database exists for over half the Libraries' hard copy holdings. Memberships in the Association of Research Libraries and the Center for Research Libraries further contribute to the libraries' effectiveness and role as a research facility. Most recently the University became a member of the Research Libraries Group (RLG) and a participant in the Research Libraries Information Network (RLIN). Technology has changed the way information is stored and accessed and has had an impact on preservation. Cooperative arrangements allow researchers to use richly diverse collections, but by enhancing access, the rate of deterioration of fragile library materials is accelerated.

The Health Sciences Center Library, established in 1968, serves the educational and research needs of the students, faculty and staff in the schools of the Health Science Center and of the University community. It also functions as a regional resource assisting health care professionals throughout Nassau and Suffolk Counties as an area library for the Greater Northeastern Regional Medical Library located at the New York Academy of Medicine in New York City. Currently, the collections include approximately 200,000 volumes and 3,941 periodical and serial titles.

The Library of the independent Institute for Advanced Studies of World Religions (IASWR) has been housed in the Melville Library building since 1972. It serves the educational and research needs of students, faculty and scholars in the field of religous studies, with a noncirculating collection containing materials in thirty-one Asian and ten non-Asian languages. Actively involved in serving scholars on an international basis, the Institute Library contains over 65,000 volumes; 367 current and 433 non-current periodical titles; nearly 50,000 monographs and manuscripts in microform (many not available elsewhere); 340 maps; and 264 audiotapes, films and videotapes.

## EXTERNAL FACTORS AFFECTING PRESERVATION

The exponential growth in the production of information, the changes in the manner in which it is communicated and the poor quality of paper, bindings and other storage materials are external factors affecting preservation. The pressure to acquire new materials severely strains the fiscal resources and ability of individual libraries to cope with the problem. At the same time, in addition to printed information, different and often expensive formats, such as audio or video discs or tapes, increase the demands on already inadequate resources and introduce their own sets of preservation problems. While the urgency for preservation of library materials and the enormity of the problem are increasingly recognized, the resources for redress are limited.

Fortunately, other external factors can provide assistance in the preservation of Stony Brook's collections. Most significantly, on July 10, 1984, Governor Cuomo signed the New York Library Omnibus Bill into law. Under this law, Stony Brook is one of eleven research libraries that may receive an annual grant of $90,000 for the years 1985-1989 for preservation/conservation. To be eligible for the grants, each library must submit both a five-year plan and an annual program budget.

In addition on September 1, 1984 Stony Brook became a member of the Research Libraries Group (RLG), which includes a Preservation Program among its major activities. A principal focus of this Program is the coordinated use of microform technology.

Further, early in October 1984 the Association of Research Libraries designated Stony Brook as one of ten demonstration sites for its Preservation Planning Program, funded in part by a grant

from the National Endowment for the Humanities. To aid in the assisted self-study, of which this report is a part, ARL provided consultant services; self-study manuals, resource notebooks and related publications; a stipend of $1,000 and assistance in analysis of data and review of reports and recommendations.

Opportunities for cooperation exist in the region. Stony Brook is an active member of the Long Island Library Resources Council (LILRC). The Council supports the concept of regional conservation/preservation but has not yet developed a long-range program. It has already held two preservation workshops and is planning further cooperative efforts. A more ambitious conservation program, involving state-of-the-art technology, is being planned by a group of major research libraries with funding from an EXXON grant. The organizational meeting was attended by Stony Brook's Library Director.

In sum, the Stony Brook Libraries will pursue and continue to make the best use of external cooperative efforts that will advance its own preservation program.

## IDENTIFYING THE PROBLEMS AT STONY BROOK

A dominant theme in library literature in the recent past is that library collections are in danger of disintegration for a variety of reasons. Much attention has been focused on reversing this trend. The fact remains, however, that publishers have produced and continue to produce books on inferior paper, librarians store material in less than ideal environments and similar deliberate or unintentional actions have seriously compromised the physical integrity of library materials. Nevertheless, the importance of libraries and books to the intellectual and spiritual well-being of the citizenry is accepted as a truism. Despite the seeming contradiction between actions and philosophy, the Study Team and its task forces are convinced of the important role for books and libraries both at the present time and for some time to come. The study is based on this and a series of other basic premises, which may seem self evident but which warrant restatement. Chief among these are the following:

1. The functions of a research library are the collection, preservation and provision of access to information, document delivery and promotion of the use of library materials.

2. The Libraries at Stony Brook have an obligation to serve as a library of record for the Long Island region and, as a research library, to participate in the preservation of the nation's intellectual and cultural heritage.

3. The Libraries' collections are a major capital investment for the University and the State. Their value can be expected to increase significantly with the passage of time. Their preservation deserves immediate and concerted attention.

4. The printed word will be the primary format for the storage of information currently being generated, at least for the next ten years. The enormous quantity of material now housed in libraries will continue to be stored in codex (printed book) format.

5. Space needs will continue to be a major concern of the libraries.

6. Financial pressure on the University and the Libraries will necessitate the establishment of cooperative arrangements for the sharing and preservation of resources.

7. Although the service requirements of users in the three major disciplines (humanities, science and technology, the social sciences) will continue to diverge, the major format for the delivery of information will be the printed book.

8. Improved bibliographic access through such techniques as machine readable databases will make increasingly heavy demands on library materials.

One planning assumption to which the Study Team subscribed was disproved during this review. Because the Libraries at Stony Brook were established so recently--the founding date of the University is 1957--it was assumed that the number of items needing preservation treatment would be proportionately fewer than would occur in older institutions. In fact, the percentage of materials at Stony Brook needing preservation treatment was found by the task forces to be comparable to that of research libraries generally.

Other major conclusions that evolved from the work of the five task forces are as follows:

1. Poor environmental and physical conditions which threaten the continued deterioration of the collections are the most serious preservation problems for the Libraries. These conditions will also be damaging to electronic and microform formats.

2. Ongoing monitoring of environmental conditions will aid in identifying problem areas and possible adjustments to improve conditions.

3. Major changes in housing or facilities are not immediately feasible, but some minor changes may result in significant improvements in preservation capability.

4. Using sampling techniques, a broad base of factual data can be developed to alert the Libraries to the scope of problems and suggest the probable consequences of inaction.

5. The Libraries' present preservation activities are fragmented, diffuse and uncoordinated.

6. There is confusion and ambiguity about the unit and individual responsibilities for preservation functions.

7. The Libraries are not adequately prepared to cope with emergencies or accidents which threaten the collections.

8. Increased national and regional interest in preservation activities may lead to pooling of monies, expertise, storage facilities and resources to enhance preservation efforts.

## TASK FORCE REPORT SUMMARIES

### Environmental Conditions

The Task Force on Environmental Conditions was charged with assessing the effect of the present state of environmental conditions on preservation of books and materials as well as with planning for the improvement of those conditions over the next five years both in the Melville Library and in its associated sciences libraries. It noted that library materials are subjected to complex and often interacting environmental factors including temperature, humidity, light, air quality and micro- and macro-organisms. Sudden changes in temperature and relative humidity result in the greatest damage or stress to materials. Temperature should be 65 degrees plus or minus five degrees Fahrenheit and relative humidity 50 percent plus or minus five percent all year. Light and dust should be minimized. Areas should be clean so that insects and vermin do not infest them.

To evaluate the status of environmental conditions in the libraries at Stony Brook, the Task Force first developed inventories of spaces in the various libraries and of the types and numbers of items in them. Hygrothermographs were utilized to measure temperature and humidity in areas selected for testing. Light levels were measured by using a foot-candle meter.

Housekeeping levels of fifteen designated library areas were rated by using a rating scale. Items rated included dust, garbage (which came to include general housekeeping appearance), food,

insects and vermin, and mold. A questionnaire elicited staff perceptions of housekeeping as well as other environmental matters. The impact that book drops have on the well-being of library materials was the subject of a separate survey.

In a 1984 survey of preservation conditions and activities at Stony Brook, a consultant pointed out major deficiencies in climate control in many areas in the Libraries. The studies conducted by the Task Force reaffirmed the problem in all areas that were studied. Without exception temperatures were above the standard and fluctuated widely. Possible explanations for this condition are either malfunction or improper setting of controls, or improper modulation of the fresh air supply because of the design of the air handling system. The Task Force also noted that the Melville Library's H.V.A.C. system is controlled by a time clock that shuts the system down when the library is closed. Wide fluctuations in temperature were noted during the test period when the system was not operative.

Since this study was done during winter months, the usual high humidity problems of summer were not encountered. Another study is recommended in July and August 1985. During the current test the humidity in all cases was in synchrony with outside weather conditions. Wide fluctuations in humidity noted during the test are particularly stressful to library materials. In addition, the humidity levels during this period were too low for nearly all types of materials.

The presence of windows in areas where collections are stored created radiation heat problems as well as foot candle levels above the 50-foot candle maximum standard. The worst area was the Biology Library where the sun shines on the book stacks; however, problems also exist in Chemistry, Music and Earth and Space Sciences Libraries primarily due to broken or missing blinds.

Housekeeping is a preservation concern, since dust is harmful to books and food and garbage can attract vermin. Also such substances as salt tracked in from sidewalks in winter can be harmful to library materials. During the test period the Task Force was unable to detect a specific pattern of housekeeping throughout the library system, although in general the Melville Library fared worse than the branch libraries in overall appearance.

Except for the limited access areas, food and debris were pervasive throughout the library system. It was found not only in trash receptacles, but universally in carrels and, in the Main Library, blatantly on the large study tables. The Main Library Stacks, the carrels in all open access areas, the Map Library, Reference Room and Reserve Room all had students eating at the tables while the Task Force was conducting the survey.

Although the Task Force did not examine support structures such as shelving, book trucks and photocopy machines, it did note that many stack areas are particularly crowded, making shelving very difficult.

Physical Conditions of the Collection

The primary goal of the Task Force on the Physical Condition of the Collections was to gather reliable data on the nature and condition of the significant collections at Stony Brook. The Task Force surveyed these collections to identify and define condition problems or strengths in holdings. The Melville Library, the Health Sciences Library and the Institute for Advanced Studies of World Religions (IASWR) were reviewed.

In particular, the Task Force focused on printed, bound monographs and serials, gathering data from each individual library collection. In addition, attention was directed at materials in other formats and potential problems with materials before they are added to the collection.

The primary methods for gathering information were random sample collection condition surveys, visual inspection through site visits and discussions with staff entrusted with the care of the collections. The random surveys were conducted by the members of the Task Force using the Stanford model presented in the ARL/OMS Preservation Planning Program Resource Notebook. Random samples with a 95 per cent confidence level and a five per cent tolerance level were targeted for the Melville Library as well as the Biology, Chemistry, Earth and Space Sciences, Engineering, Math/Physics and Music Libraries. Deterioration was graded on a weighted scale to emphasize the importance of paper quality in preservation decision-making. Data were collected on the condition of paper, of bindings and of boards and covers. In addition, dates and places of publication were analyzed.

The key advantage of the sampling methods was the production of hard data to supplement and support more impressionistic data for several collections in different storage areas. At the same time, successful comparisons could be made between different collections. The range of printed materials sampled or reviewed covered hard and soft bound monographs and scores, bound journals, serials and pamphlets. Manuscripts and rare or unique materials in Special Collections and IASWR, as well as holdings in the Reference Department and its map collection, were also reviewed.

Despite high percentages of materials in good condition, this conclusion appears precarious, at best. Several factors in the study point to an already existing preservation problem of considerable proportions and the potential for even greater problems in the very near future. When the amount of material exhibiting moderate deterioration is combined with that exhibiting serious deterioration, approximately one half million volumes are currently at risk.

The Melville and Biology Libraries already exhibit evidence of preservation problems of crisis proportions. In the Melville Library nearly one fourth (22.7 percent) of the collection is badly deteriorated and another one fourth (23.2 percent) moderately deteriorated. Similarly, in the Biology Library, nearly one fourth of the collection is in danger of immediate loss if used and more than one fourth is well on its way to this state.

The Health Sciences Library collections, which were reviewed but not surveyed, appear comparable with the majority of the science libraries. However, perhaps as a result of a higher percentage of thick volumes with heavy coated paper and inadequate support to maintain an upright shelf position, loose hinges and deteriorating bindings appear to be a potentially greater problem in Health Sciences than elsewhere.

The unique and frequently much older collections in IASWR and Special Collections (also reviewed but not surveyed), where the value of an item is artifactual as well as textual, appear at much greater risk than in other collections despite restricted access. Untreated leather bindings are decaying and many fragile items await protective enclosures. In the reference collection heavily used items, including maps, especially of Long Island, are also greatly imperiled for want of protective treatment.

Environmental conditions appear to cause a wide range of preservation problems identified during the surveys and reviews. The discovery of mold on books in the Chemistry Library and the Melville Library during random sampling presents a critical problem directly related to environmental conditions. Evidence of silverfish and cockroach damage to covers and bindings in the Melville Library and the all-pervasive dirt found on library materials can only serve to hasten deterioration.

High percentages of materials in all collections surveyed were published in the last 25 to 35 years; nevertheless, deterioration is already a major problem. In the Melville Library in which 1950's imprints represent 10 percent of the total collection, 18 percent of these are badly deteriorated and another 33.3 percent moderately deteriorated. The 10 percent of the collections in the branch libraries published in the 1950's are 14.3 percent badly deteriorated and 21.4 percent moderately deteriorated. Post-1960 imprints make up 61.2 percent of the Melville Library collection and 67.2 percent of the branch library collections, yet Melville, Biology, Engineering and Math/Physics already reveal more than 20 percent moderate deterioration for these materials. Melville, Biology and Engineering also exhibit more than five percent badly deteriorated volumes among their post-1960 holdings. These rates for recent materials argue strongly for giving top priority to improving environmental conditions to decelerate deterioration.

Paper quality was the single most serious deterioration problem identified for printed materials. Only Engineering had slightly more bindings than paper quality rated seriously deteriorated.

Moreover, high percentages of badly deteriorated paper was underscored in the high percentages found during the separate surveys of the anthropology and French Literature collections (25 percent and 70.3 percent respectively).

In addition, surveys and reviews indicate that three categories of materials in all circulating collections exhibit high levels of deterioration, namely unbound volumes with soft covers, oversized volumes and previously treated items. These materials not only appeared to be in the worst condition but were also proving hazardous to adjacent materials. Soft covered volumes, even with reinforced cover corners, were often found to be losing covers and/or pages. More importantly, they were not adequately supporting other volumes on the shelf. For example, large (one inch thick or more) paperbacks incapable of self-support were frequently warping the covers of adjacent materials and loosening the hinges and binding structures of an entire shelf of bound volumes.

Failure of support and subsequent deterioration to adjacent volumes is similarly evident when items are enclosed in oversize, heavy paper envelopes with string ties. Here, too, adjacent volumes exhibited a high rate of cover and binding deterioration, and the enclosed materials themselves were often found to be damaged through internal shifting. In addition, the extension of these enclosures into aisles of the Melville Library Stacks often resulted in the enclosed and adjacent volumes both falling onto the floor. Cover repairs made with damaging pressure sensitive tape were deteriorating, and the tape was frequently beginning to adhere to, or tear, adjacent covers, as well as to obstruct the removal of adjacent volumes. After the general dirtiness of the collections, the most frequently expressed complaint from Task Force members conducting the random sample surveys was the difficulty of removing volumes from overcrowded shelves.

Organization

The objectives of the Task Force on Organization were to describe the present arrangements for preservation activities wherever they occurred in the library system, to analyze the current organization to identify its strengths and weaknesses and to recommend improvements. The Task Force first compiled a list of possible preservation activities, and a form was developed from this list. Each library department was asked to identify which personnel performed each activity on the list, the level of staff involved and the time spent on the activity. The Task Force next interviewed a representative sampling of personnel for each activity, addressing such matters as decision-making processes, levels of knowledge and skills, written policies and procedures, supervisory arrangements and costs. Salary information from the Library's personnel office was used in the compilation of budget estimates for preservation activities.

The Task Force discovered a broad range of preservation activities taking place throughout all library departments. Many of these activities were termed quite effective by staff members. While better coordination and standardization were considered desirable objectives, the Task Force found that in many cases a good working balance exists between centralized and decentralized tasks. For example, the science libraries perform bindery preparation for their own periodicals. While the Task Force recommends that bindery policies be better coordinated, the actual bindery preparation should remain under the supervision of the librarians who know the periodicals and the users' needs best.

Nevertheless, for almost every preservation activity being performed, the Task Force observed a lack of systematization, standardization and written policies and procedures. A few written procedures were uncovered during the interviews, but their existence was either unknown or had been forgotten by most of the staff affected by them. When an activity is performed in more than one department, the Task Force found little if any coordination, a factor that contributed to the lack of standardization. For many activities the lines of responsibility and the decision-making processes were not clearly defined or known. In some cases this resulted in decisions being reversed several times throughout a process. Finally many staff members involved in the physical treatment and housing of materials described a lack of adequate, substantial training for the preservation tasks they perform or would like to perform.

Disaster Control

The Task Force on Disaster Control was asked to (1) identify and define the nature and types of emergencies and disasters which have happened or which may occur, (2) prepare an emergency and disaster prevention plan and (3) prepare an emergency and disaster preparedness plan. In preparing for this assignment the Task Force gathered reports from the Melville Library, branch libraries and the Health Sciences Library on various disasters and problems which had occurred. The library files from the University's Department of Environmental Health and Safety were also made available for the Task Force's perusal. In addition, a number of publications focusing on disaster prevention were reviewed.

The Task Force in its report observed a need to be especially prepared for rain storms and hurricanes. It also noted a number of building design, equipment and use problems. Recent accidents, identified by the Task Force, that caused damage to library materials included the flood in the Health Sciences Library and flooding caused by human error in the Chemistry Library.

In commenting on the present state of preparedness the Task Force reported that (1) library staff is generally untrained and unprepared, (2) the response of the Department of Environmental Health and Safety has been excellent, (3) Public Safety response is

unpredictable, (4) Physical Plant response is uncoordinated and unpredictable, (5) except in cases of fire and safety emergencies, where a designated chief is in control, there is no system of recovery directors or central emergency supervision which overrides jurisdictional boundaries and (6) since custodial staff are often a first alert system and a first line of defense in case of emergencies, all preparedness and emergency planning should invite their participation and cooperation.

Preservation Resources

The Task Force on Preservation Resources was asked to (1) determine what resources are needed, (2) survey and document existing resources available both internally and from the local community and (3) develop a plan for maintaining a file of resources to support preservation work. As the work of the group got underway, it became apparent that a large body of preservation resources was available from a wide variety of sources. As a result the Task Force members tried to focus on two areas. First, they directed their attention toward assessing the preservation resources needed by the other task forces in this study. Second, they conducted an inventory of resources presently being used with the intent of increasing staff awareness of them, introducing new and improved resources and identifying sources of education and training for both staff and users. The investigation covered resources such as products, materials, supplies, equipment, contractual services, information about procedures, sources of expertise (individuals or groups), educational opportunities and bibliographies. These data were organized in a card file so that updating could be done on a regular basis.

The Task Force investigations confirmed that the Library needs an organized preservation program along with the resources to support it. The analysis of the data which were collected also indicated that a coordinated effort to make existing resources accessible to all staff members is needed and that cooperative preservation activities outside the Library should include an awareness of resources.

## RECOMMENDATIONS

The recommendations of the Study Team, which are a direct outgrowth of the work of the task forces, cluster around the following major topics: environmental and physical conditions which affect conservation and preservation of library materials; preservation decision making; physical treatment; organization, both internal to the Library and external to it; and staff and user education. Each recommendation includes a referral statement; schedule for implementation; cost, insofar as it could be determined; and source of funds if it were known to be other than Library budget.

Certain recommendations assume that others will be implemented. For example, many recommendations are referred to a Preservation Librarian even though there is no one at Stony Brook with that title at the present time. Since all of the recommendations have been reviewed by the Director of Libraries and have his support, this seeming inconsistency has been addressed. In this particular case, creation of a position for a preservation librarian has been assured and has been given high priority.

### I. PHYSICAL HOUSING, SHELVING AND SUPPORT SYSTEMS

A. Building Conditions and Improvements - Systems to be upgraded.

1. Air Quality

a. The Library should apply for an exemption from cycling of the H.V.A.C system. Energy costs to the University may be increased but are easily justified on the basis of preservation of books and materials. (See recommendation I-A-4-d for the relationship of this item to fire detection.)

Refer to: Vice President for Campus Operations for implementation decision.
Schedule: Immediately Cost: Not determined

b. Based on past experience and tests conducted during the study, the Study Team recognizes a need for greater utilization of existing humidification-dehumidification equipment in place in the Melville Library. The staff should be made aware of its existence and shown how to use it. A system for turning the humidification-dehumidification system on and off as needed should be implemented. In the meantime, humidity levels should be monitored on a continuing basis.

Refer to: Library Building Manager for implementation.
Schedule: Immediately Cost: Minimal

c. Three hygrothermographs were acquired for this study to document climatic conditions. One should be installed permanently in Special Collections, another should be systematically circulated through the Libraries and the third should be moved as needed to problem areas. This is an interim recommendation. The the Library should acquire additional hygrothermographs as funds become available, so that these instruments may be permanently installed in the various departments to measure temperature/humidity. A staff member in each department where this equipment is housed should be assigned to service it and to interpret their readings. A system for transmitting the collected data and problems to appropriate staff for action and for reporting on action taken should be developed. When climate controls are found to be out of specification, they should be recalibrated.

Refer to: Preservation Librarian for coordination and monitoring.
Schedule: 1985/86 Cost: Estimate $3,000

d. Cleaning the air systems, diffusers, ducts and vents would greatly improve the air quality in the Library. Because it is a costly procedure, funding the project may not be forthcoming; therefore, changing air supply equipment filters on a regular basis is especially imperative.

Refer to: Vice President for Campus Operations for cost estimate and implementation schedule
Schedule: Immediately Cost: Not Determined

e. An already-funded planning project to study renovation of the fresh air enthalpy controls, so that temperatures and humidities are kept within optimal ranges for books and materials, should be implemented as planned ($399,000 in Non-Residential Capital Projects, 1985/86 Executive Budget).

Refer to: Chief Campus Engineer for follow up
Schedule: Consultant to recommend program for 1986/87 Capital Budget
Cost: For planning: $399,000; Implementation: to be determined
Source of Funds: State University Construction Fund

f. Although they do not involve books and materials, but the comfort of building occupants, air diverters (about $10) should be installed in those few areas where people are in the direct path of a draft and cannot be moved. A few diverters would make the cooler temperatures needed by books and materials more acceptable.

Refer to: Library Building Manager to determine number of diverters needed and their locations
Schedule: Immediately Cost: Estimate $200

2. Light

a. In those areas where sunlight shines directly on books - Biology, Earth and Space Sciences, Music, Reference, Chemistry, and the Main Stacks - shades or blinds should be in place, in good working order, and used to protect library materials. In addition, tinted glass or ultraviolet-filtering film should be used in all areas where library materials are stored.

Refer to: Preservation Librarian for coordination with departmental librarians, Circulation Librarian and building managers of buildings involved for analysis of needs, cost and recommended time for implementation.
Schedule: Immediately Cost: To be determined

b. The Study Team recommends installation of ultra-violet-filtering sleeves on fluorescent lights in areas where UV levels are above safe levels.

Refer to: Preservation Librarian with departmental librarians, Circulation Librarian and building managers of buildings involved for analysis of needs, cost and time for implementation.
Schedule: Immediately Cost: To be determined

c. In Special Collections, greater attention to lighting is warranted because of the value of the collection. The basic stack areas are for storage only and, thus, lights can be turned off most of the time. Separate switches for walkways and for stack areas were requested two years ago, as well as installation/repair of walkway lights in the 3rd floor core stacks.

Refer to: Head, Special Collections Librarian and Library Building Manager
Cost: To be determined
Schedule: Immediately
Source of Funds: Javits Account

I. PHYSICAL HOUSING, SHELVING AND SUPPORT SYSTEMS (Continued)

d. An item authorizing $26,000 for the installation of local light switches in the Library is in the Executive Budget.

Refer to: Library Building Manager
Cost: $26,000
Schedule: Immediately

3. Water Penetration

Water is a major cause of damage to library materials.

a. Previous attempts to control water penetration in the Melville Library have been unsuccessful. A capital project has been funded for $71,000 to try again to solve this problem. Speedy completion of the work and regular monitoring to ensure that the situation has been corrected are needed.

Refer to: Assistant Director of Facilities Engineering
Schedule: Immediately Cost: $71,000
Source of Funds: State University Construction Fund

b. The leaking roof in the Biology Library has continually damaged the materials housed there. Local efforts toward identifying and correcting the problem have been to no avail.

Refer to: Vice President for Campus Operations for implementation schedule.
Schedule: Immediately Cost: Not determined.

4. Fire detection and control

a. The annunciator panel that identifies which pull box has been used to activate the fire alarm should be moved. The circulation area where the panel is now located is often locked. The move would enable the Department of Environmental Health and Safety to respond more quickly to fire alarms in the building.

Refer to: Vice President for Campus Operations
Schedule: As soon as possible Cost: To be determined

I. PHYSICAL HOUSING, SHELVING AND SUPPORT SYSTEMS (Continued)

b. The earlier installation of 10 pre-alarm pull boxes has significantly discouraged unnecessary alarms and reduced possible theft. Installation of an additional 42 covers will enhance security of library materials and provide covers for all pull boxes in public areas in the building.

Refer to: Vice President for Campus Operations for funding and implementation schedule
Schedule: As soon as possible
Cost: 1985 estimate: $2,500

c. The Department of Environmental Health and Safety often finds fire extinguishers in public areas inoperative because of vandalism. Installation of approximately 30 theft stoppers on these extinguishers would prohibit their misuse.

Refer to: Vice President for Campus Operations for cost analysis, funding and implementation schedule.
Schedule: As soon as possible.
Cost: To be determined

d. The present fire detection system for the Melville Library consists of smoke detectors in the return air ductwork. Whenever the air handling system is inoperative--e.g., when it is being repaired; or is turned off nights, weekends, holidays, etc.; or is off for seasonal switchovers--the smoke detectors are ineffective. An earlier recommendation to have 260 smoke detectors installed in the Melville Library Stack areas should be implemented. In addition, if recommendation I-A-1-a is not or cannot be implemented, a fire safety alarm and smoke detector system which is independent from the return air ductwork and which operates 24 hours a day, seven days a week should be acquired and installed for the entire building.

Refer to: Vice President for Campus Operations for cost analysis, funding and implementation schedule.
Schedule: Immediately Cost: To be determined

I. PHYSICAL HOUSING, SHELVING AND SUPPORT SYSTEMS (Continued)

5. Security and safety

a. A number of the exterior doors in the Main Library cannot be properly secured when the building is closed, and others have hardware which makes them inoperative at times. Repair, or replacement where necessary, would limit unauthorized access to the building and reduce the vulnerability of the collections.

Refer to: Vice President for Campus Operations for cost analysis and implementation schedule.
Schedule: Capital Budget Request 1986/87
Cost: Estimate $2,000

b. The stairwells in the stacks on the south side of the the Melville Library are not adequately monitored. Alarms at the exit doors are usually inaudible to staff and are subject to vandalism. An alarm system to monitor traffic in the stairwells and sound at the Circulation Desk will deter book thefts through the emergency exits. Such a system has been identified and is described in a quotation dated 11/10/83 and a memorandum to Department of Public Safety dated 4/3/84.

Refer to: Building Manager and Circulation Librarian.
Schedule: As soon as possible Cost: Estimate $2500

c. The open stacks and certain other parts of the Melville Library are difficult to monitor on a continuing basis. There may be mechanical methods and equipment which would inhibit destructive and undesirable acts against the collections. Detection and surveillance equipment such as mirrors and video scanning equipment should be considered for vulnerable and sensitive collection areas.

Refer to: Circulation Librarian for further study.
Schedule: Immediately
Feasibility and Cost: To be determined

d. Falling plastic and metal from the plastic grids and metal frames in the ceiling light fixtures in the Engineering Library are hazardous to the collections and people. Permanent repairs should be made immediately.

Refer to: Dean of Engineering and Engineering Building Manager for cost analysis and implementation schedule.
Schedule: Immediately Cost: To be determined

e. Currently there is only one entrance or exit in the Engineering Library, even though it occupies 6200 square feet of space, and such an arrangement violates present fire code regulations. An emergency exit for this library is essential for the safety of patrons and as a way to salvage collections should the need arise.

Refer to: Dean of Engineering and Engineering Building Manager for cost analysis and implementation schedule.
Schedule: Immediately Cost: To be determined

B. Standardization and Guidelines.

1. The library should develop standardized guidelines which would be applied system-wide for shelving materials, including booktrucks, removal of volumes from shelves, etc. Standards for shelving should include: a) proper spacing, b) physical condition of the shelving, c) the proper method of shelving.

Refer to: Preservation Librarian and Committee on Preservation for development.
Schedule: To be determined by committee
Cost: $0

2. Criteria for and clear lines of responsibility in the decision-making process for designating locations of materials, particularly "special" locations such as Cage or Special Collections are needed.

Refer to: Coordinator of Collection Development and Committee on Collection Development.
Schedule: Immediately Cost: $0

C. Physical storage and housekeeping.

1. In addition to creating serious problems for user access to materials, overcrowding destroys library materials. Inadequate space encourages, indeed virtually mandates, poor shelving techniques. The need for additional stack space in the library system has been documented. Plans for expansion in the Melville Library, the Engineering, Math/Physics, Earth and Space Sciences and Music Libraries should be implemented.

Consideration should be given to establishing a separate, centralized storage facility for all libraries.

Refer to: Vice President for Campus Operations for Melville Stacks rehab and Study Team on Space for study including recommending priorities and estimating costs for other projects.
Schedule: Immediately
Cost: Melville Stacks Rehab: $59,000 requested in 1986/87 budget; others to be determined.

2. Task Force reports point out the need for greater attention to housekeeping, especially since dirt is considered a major contributor to the physical deterioration of library materials. It is possible that the number of custodial personnel will have to be increased to provide adequate cleaning of library spaces. Dusting of books and shelves should be recognized as one of the job specifications for custodial personnel. (See recommendation V-A-1)

Refer to: Director for the Administration and Management of Maintenance Operations and Chief Janitor
Schedule: Immediately Cost: To be determined

3. Afternoon, evening and weekend cleaners should be hired for trash removal and other cleaning tasks. Minimally, one additional person should be hired to cover all public access areas in the Melville Library building whenever it is open to the public.

Refer to: Director for the Administration and Management of Maintenance Operations and Chief Janitor
Schedule: Immediately Cost: To be determined

4. A system of internal library communication should be devised so that library areas not receiving adequate housekeeping will get proper attention.

Refer to: Director of Libraries
Schedule: Immediately Cost: $0

5. Larger trash cans in areas where smaller containers are inadequate will reduce the scattering of debris.

Refer to: Library Building Manager
Schedule: Immediately Cost: Under $400

I. PHYSICAL HOUSING, SHELVING AND SUPPORT SYSTEMS (Continued)

D. Food and Drink.

1. The possibility of damage to library materials from spilled food or drinks and the potential for infestation by destructive vermin--e.g. cockroaches, book lice--are major concerns of library staff. Eating and drinking in public areas of the library threaten the collections; therefore, a library-wide plan to restrict eating and drinking by library users and staff to only those areas where they are permitted is needed.

Refer to: Assistant Director for Public Services
Schedule: Immediately Cost: $0

2. All vending machines should be removed from the library buildings; the sale of food within the buildings and in areas contiguous to the building should be prohibited. The Stony Brook Union, the Humanities Cafeteria and other university food service facilities are appropriate alternatives for individuals who wish to eat.

Refer to: Director of Libraries
Schedule: Machines to be removed as soon as possible
Cost: $0

3. Library wide campaigns to eliminate food materials should be reinstituted periodically to reinforce the message as students and staff grow lax. It should be stressed from the highest levels that food in the libraries will not be tolerated.

Refer to: Assistant Director for Public Services
Schedule: To be implemented Fall 1985
Cost: $0

4. Library staff will be expected to practice stiff enforcement of the rules. All levels of library staff should be involved. Staff should be encouraged to walk around public areas about once per hour. Special building guards, recommended in section IV-A-4, would have responsibility for enforcement of food/smoking regulations.

Refer to: Assistant Director for Public Services
Schedule: Immediately Cost: $0

I. PHYSICAL HOUSING, SHELVING AND SUPPORT SYSTEMS (Continued)

E. Reducing theft and mutilation.

Materials in heavy demand because they have been assigned are particularly vulnerable to theft and mutilation. Teaching faculty should be educated to notify the library whenever a library item is assigned to a class. Departments in subject areas with the greatest incidence of theft should be targeted first.

Refer to: Assistant Director for Public Services
Schedule: Immediately Cost: $0

F. Equipment, resources and facilities.

1. Bookdrops

a. Bookdrops are one source of physical damage to books and other library materials. The library should consider purchasing bookdrops with spring drop devices where they are needed.

Refer to: Assistant Director for Public Services to determine costs and schedule implementation.
Schedule: Immediately Cost: To be determined

b. Bookdrops should be emptied frequently.

Refer to: Circulation Librarian and departmental librarians.
Schedule: Immediately Cost: $0

c. During hours when the library is open, outside bookdrops should be closed, except for those directly accessible to the street.

Refer to: Circulation Librarian and departmental librarians.
Schedule: Immediately Cost: $0

2. The University should provide appropriate and adequate study facilities which meet student requirements and at the same time safeguard library materials. A study of seating which identifies the types of facilities that provide the most protection to library materials and at the same time satisfies user wishes is recommended. Changing seating in

I. PHYSICAL HOUSING, SHELVING AND SUPPORT SYSTEMS (Continued)

the library and providing study facilities elsewhere on campus to comply with the recommendations of the study should be given high priority.

Refer to: Study Team on Space Planning in consultation with Vice President for Campus Operations, Vice President for Student Affairs, Vice President for Undergraduate Studies, University Senate Committee on Student Life and the Research Group for Human Development and Educational Policy.
Schedule: Immediately Cost: To be determined

3. The Library should investigate the possibility of insuring at least those portions of the collection which are deemed irreplaceable or valuable enough to insure.

Refer to: Coordinator of Collection Development for feasibility study.
Schedule: Immediately Cost: To be determined

II. PRESERVATION, REPLACEMENT AND REPRODUCTION DECISION MAKING.

A. Guidelines, policies and procedures.

1. The library should develop library-wide standardized policies and procedures for ordering replacements, including the establishment of standards for bibliographic information.

Refer to: Assistant Director for Technical Services
Schedule: Immediately Cost: $0

2. Policies and procedures are needed for monitoring the condition of the collections. They should include:

a. A checklist and form for reporting collection condition problems.

b. Assignment of specific staff responsibility for monitoring physical condition of collections.

c. The process, priorities and schedule for identification of materials in need of preservation.

Refer to: Preservation Librarian
Schedule: Immediately Cost: $0

II. PRESERVATION, REPLACEMENT AND REPRODUCTION DECISION MAKING (Continued)

B. Identification of Problems.

1. The library should develop consistent programs for:

a. Identifying and deciding whether to replace or withdraw lost materials.

Refer to: Coordinator of Collection Development
Schedule: Immediately Cost: $0

b. Identifying materials needing preservation treatment. The program should train staff in the early recognition of the various kinds of damage to materials and the degrees of damage that would justify removing items at least temporarily from circulation.

Refer to: Preservation Librarian
Schedule: Immediately Cost: $0

2. Appropriate staff should analyze the condition of the collections on a regular basis using methodology employed during this study or similar techniques. This analysis should emphasize the following topics:

a. Identification of volumes at risk.

b. Rate of deterioration of various kinds of material.

c. Impact of environmental conditions.

d. Nature and extent of paper deterioration.

Refer to: Preservation Librarian
Schedule: Immediately Cost: $0

C. Choosing options.

1. Guidelines are needed which will be applied library-wide for selecting appropriate preservation options: replacement, in-house repair, commercial treatment, photocopying, microfilming, housing in restricted areas, discarding, etc. Microfilming in this context is meant to include all microformats.

Refer to: Preservation Librarian
Schedule: Immediately Cost: $0

II. PRESERVATION, REPLACEMENT AND REPRODUCTION DECISION MAKING (Continued)

2. Various options which are available for providing microfilming capability need to be explored including the following alternatives:

a. Commercial filming and processing.

b. In-house filming and commercial processing (possible expansion of Institute for Advanced Studies of World Religions capabilities).

c. In-house filming and in-house processing.

Refer to: Preservation Librarian
Schedule: Immediately Cost: To be determined

3. Whatever method for providing microfilming capability is selected, appropriate procedures will need to be developed for:

a. Testing for quality control

b. Identifying materials (e.g., music performance scores, maps, illustrated materials) for which microfilming may not be a desirable option.

c. Making maximum optimal use of material in microformat, even for library reserve.

Refer to: Preservation Librarian
Schedule: Immediately Cost: $0

III. PHYSICAL TREATMENT

A. The library should develop:

1. A library-wide policy covering repairs which may be done by staff outside the Processing Section and procedures for having Processing Section staff train other staff in these repairs.

2. Standardized guidelines for the kind of binding to be used for each type, size, format, etc. of library material, including incomplete periodical volumes.

3. Clear lines of responsibility for the process of deciding what binding is to be used for each library item.

III. PHYSICAL TREATMENT (Continued)

4. A manual of the procedures of the Processing Section.

Refer to: Preservation Librarian
Schedule: Immediately Cost: Minimal

B. Structure of In-House Processing.

Current preservation activities in the processing, repair, and maintenance of both book and nonbook materials should be expanded by identifying continuing funds within the library budget to support permanent addition of preservation staff and activities including:

1. Creation of a Preservation Librarian position to head a separate Preservation Department

2. Continuation of at least one of the technical assistants hired under the New York State preservation grant.

3. Increasing current preservation activities as recommended by the Preservation Planning Program Study Team in these recommendations.

4. Centralizing and expanding in-house repair and treatment capabilities.

Refer to: Director of Libraries for review, implementation or delegation.
Schedule: See IV-A-1,2,3 Cost: See IV-A-1,2,3

IV. ORGANIZATION--INTERNAL

A. Appointment of additional staff.

Implementation of the recommendations in this report will generate workloads which are beyond the capacity of existing staff. To respond to this increased activity, the Study Team recommends that the following personnel actions be taken:

1. Appointment of a Preservation Librarian.

Refer to: Director of Libraries
Schedule: Appointment by January 1, 1986
Cost: $25,000/yr. + benefit package available to State employees
Source of Funds: Initially N.Y.S. grant and continued in Library's operating budget.

IV. ORGANIZATION--INTERNAL (Continued)

2. Continuing permanently at least one of the technical assistants hired under the New York State preservation grant.

Refer to: Director of Libraries for approval
Schedule: Immediately
Cost: $15,000/yr. + benefit package available to State employees
Source of Funds: Initially N.Y.S. grant and continued in Library's operating budget.

3. Appointment of an Assistant Building Manager.

Refer to: Director of Libraries to determine feasibility.
Schedule: 1986/87 Fiscal Year
Cost: $15,000/yr. + benefits

4. Appointment of building guards to enforce food/smoking rules, observe for vandalism or theft and support staff safety efforts. Schedule for the guards should be arranged in consultation with Library Administration. Hours on duty should be assigned to late afternoons, evenings and weekends. Eventually the patrol should be expanded to cover all hours that the libraries are open and all buildings that house departmental libraries.

Refer to: Vice President for Campus Operations
Schedule: First Appointment Fall 1985

B. Creation of a Preservation Department headed by the Preservation Librarian.

Insofar as feasible, the preservation activities now performed in the library should be consolidated in a Preservation Department headed by the Preservation Librarian. This unit would be responsible for:

1. Continuing to perform those routine operations that are basic to the conservation, preservation and materials processing activities of the library.

2. Coordinating all processing policies, budgets and procedures through one person.

3. Coordinating all bindery policies, budgets and procedures through the Preservation Librarian.

4. Creating and maintaining a manual of overall library preservation policies and procedures for distribution as necessary to all library departments.

IV. ORGANIZATION--INTERNAL (Continued)

5. Exploring the options of greater centralization or decentralization, sharing of skills, etc.

Refer to: Director of Libraries for policy decision.
Schedule: Prior to recruitment of Coordinator for Collection Development
Cost: As specified in IV-A

C. Administrative placement of the Preservation Department under the jurisdiction of Coordinator of Collection Development/Management.

By locating the overall responsibility for the preservation program in the Collection Development area, the scope of the present Collection Department program would be changed to encompass collection management as well as collection development, including responsibility for implementing and coordinating library-wide preservation activities. Placing the preservation program within Collection Development should insure that preservation decisions become an integral part of all collection development policies. To support the work of this newly created Preservation Department and related preservation activities, the following committees should be established:

1. Preservation Committee

Until a Preservation Librarian is appointed the Director of Libraries should appoint an ad hoc committee to assist in the implementation of recommendations of the Preservation Planning Program Study Team which have administrative approval and which can be accomplished with current resources and personnel. Working closely with the staff currently responsible for each area, the committee should also assist in the coordination of all preservation planning and policy for the library.

2. Collection Development Committee

The Director of Libraries should appoint a permanent Collection Development Committee to advise the Coordinator of Collection Development on decisions concerning collection budget allocation; collection development policies; unusual or expensive library purchases; priorities among past, current and future collection needs and related matters. The committee should include subject bibliographers and the Preservation Librarian and should be chaired by the Coordinator of Collection Development.

IV. ORGANIZATION--INTERNAL (Continued)

3. Emergency Prevention Committee

The Director of Libraries should appoint an Emergency Prevention Committee which is to be responsible for planning and preparation to meet effectively all emergency situations and to prevent their occurrence in the libraries. Specific responsibilities include:

a. Maintenance and revision of the Emergency Manual; checking equipment lists and problem areas regularly.

b. Maintenance of up-to-date lists of appropriate names and phone numbers.

c. Location of sources of emergency supplies.

d. Liaison with Public Safety and with Environmental Health and Safety.

e. Distribution of emergency packets and/or manuals.

f. Dissemination of plans and information to all library staff.

g. Continuing education of library staff and committee members.

h. Planning for fire emergencies.

Refer to: Director of Libraries.
Schedule: Immediately Cost: Minimal

D. Ordering Procedures for supplies

1. Ordering of supplies should be systematized.

a. The budget request/allocation process should be separated from the order request process.

b. By using multipart forms in the order process, one part could be returned to the requesting staff member noting action taken or if no action is taken, the reason for it.

Refer to: Associate Director of Libraries
Schedule: Immediately Cost: Minimal

2. Greater coordination of the purchase and inventory control of supplies and equipment would enable the library to take advantage of bulk purchasing and to use only one supplier for identical items.

Refer to: Associate Director of Libraries for consideration
Schedule: As soon as possible Cost: $0

3. The Task Force on Preservation Resources developed a card file of information on preservation resources in the library as one phase of its activities. The data in this file should be transferred to disk; its upkeep should become the responsibility of a permanent staff member.

Refer to: Preservation Librarian for implementation
Schedule: As soon as possible Cost: Minimal

4. The individual responsible for maintaining the preservation resources file should also keep a file of suppliers' catalogs and should have a record of specialized catalogs which are held in other units in the library.

Refer to: Preservation Librarian
Schedule: As soon as possible Cost: $0

E. Replacement of library materials.

1. The Library should establish a uniform budgetary treatment for replacing library materials. Specifically, if there is a separate budget for replacements, all replacements regardless of subject, format, or source of request should be charged against it.

2. Statistics on replacement of library materials are collected in various library departments, e.g., Collection Development, Acquisitions, departmental libraries; however, the data are inconsistent. The Library should develop a standardized procedure for data gathering with consistent categories for their collection.

Refer to: Assistant Director for Technical Services
Schedule: Immediately Cost: $0

V. ORGANIZATION--EXTERNAL

A. Relationship with university departments outside the library

1. Working with custodial supervisors and staff, library administration should ensure a schedule of housekeeping activities, job description and priorities that contribute to the preservation effort.

Refer to: Vice President for Campus Operations, Director for Administration and Management of Maintenance Operations, and Chief Janitor.
Schedule: Immediately Cost: $0

2. Regular meetings and liaison with Public Safety to review issues and problems affecting the building and preservation of collections should be scheduled. The purpose of these meetings would be to clarify and define collection-related problems with Public Safety.

Refer to: Director of Libraries
Schedule: At least semiannually; commence immediately
Cost: $0

3. Similarly, a program of regular meetings and liaison with Physical Plant and/or Campus Operations to review issues and problems affecting the building and preservation of collections would facilitate maintenance.

Refer to: Director of Libraries
Schedule: At least semiannually; commence immediately
Cost: $0

4. Ways should be explored to get access to custodial equipment, e.g., vacuum cleaners, power vacs, and supplies especially when custodial staff is not present.

Refer to: Building Manager
Schedule: Immediately Cost: $0

B. Cooperative relationships.

A variety of cooperative arrangements for preservation programs and activities have been discussed recently, particularly with the Long Island Library Resources Council, the Research Libraries Group and research libraries in the Northeast. The Library should participate in the planning and implementation of such programs insofar as they promote the best interests of Stony Brook, the preservation of library resources, and the dissemination of information about conservation and preservation.

## VI. STAFF EDUCATION

### A. Training in Proper Techniques.

1. Preservation awareness among staff should be enhanced by an ongoing training program. Such a program should consider a variety of training options including:

   a. A slide/tape presentation for viewing by all staff.

   b. In-house workshops which will have current library staff with preservation expertise among the leaders, teachers or lecturers.

2. Library staff should be educated in the importance of proper binding of materials to the preservation effort.

3. All librarians should be informed of all the binding options that are available both in-house and from commercial services.

4. Since major damage to library materials can be done by improper storage, inappropriate repairs or delaying to make proper repairs, library staff should be trained in proper storage, shelving and handling techniques and recognizing materials in need of repair. They should also be informed of the correct procedures for having repair work done.

Refer to: Preservation Librarian
Schedule: As soon as possible
Cost: Budget to be recommended by Preservation Librarian

### C. Collection and Dissemination of current information

1. The library should publish a Library Safety Newsletter periodically or circulate safety-related publications on a regular basis.

Refer to: Emergency Prevention Committee for recommendation
Schedule: To be determined Cost: Minimal

2. Conservation manuals and bibliographies which are appropriate to the library's program as well as preservation periodicals should be acquired on a regular basis.

Refer to: Preservation Librarian for recommendations
Schedule: As soon as possible Cost: Estimate $500 annually

3. Staff should be kept informed of conservation/preservation related skills available in the Processing Section, Special Collections and other units in the library.

Refer to: Preservation Librarian
Schedule: As soon as possible Cost: $0

## VII. USER EDUCATION

User education in the handling of materials should be carried out. Such a program should include the use of A/V training materials for users, the setting up of guidelines for reporting damaged books and the posting of signs near photocopy machines on the handling of books while they are being copied.

Refer to: Assistant Director for Public Services
Schedule: Immediately Cost: $500

## IMPLEMENTATION PLAN

The strong support that the Library Administration has given the Study Team during this analysis of preservation issues and practices at Stony Brook and during the review of its recommendations indicates its commitment to addressing the problems. Resources have been identified for the implementation of some of the programs. Strategies for initiating action are an integral part of the Study Team's recommendations. Each recommendation has been referred to an office or an officer of the University for action. Key elements of the implementation process are:

1. Continued administrative support of the preservation program.

2. Reorganization of preservation activities and the appointment of a Preservation Librarian to provide the structure for internal policy and procedural changes.

3. Appointment of committees on collection development, preservation and emergency prevention to improve communication and planning.

4. Establishment of communication links with support offices of the University to promote mutual understanding of needs and capabilities.

5. Completion of the disaster plan and resource file and arranging for their regular updating.

The Study Team suggests that the Preservation Librarian do a formal annual review and reappraisal of the recommendations in this report at least for the next three years. Such a review will insure that the key issues have been addressed and will provide the framework for planning for the future.